

## Energy Draft Batch Header Instructions

The **Batch Header** form should be attached to energy drafts that are submitted for payment. To avoid payment delays, carefully follow instructions for completing the Batch Header form. Enter all numbers exactly as shown on the attached sample of the Batch Header form. Our system is set up to machine-read each batch header along with each draft submitted for payment. Please make sure your batches are free from any staples, packaging tape, adding tape or anything that may affect the scanning of the batches. Please handprint when filling out the Batch Header form and use **Black Ink** only.

The steps below should be precisely followed when preparing the Batch Header form. Any errors or omissions will delay your payment:

- **Federal Identification Number** - The Federal Identification Number (ID) must be entered in the space provided on the Batch Header form. The Federal ID Number must match to your Treasury registration number in order to ensure that the payment is issued to you. If you do not have a Federal Identification number, enter your Social Security Number. If you are un-sure of your Federal ID Number or you do not know if the number you are using is active, please contact the Family Independence Agency at 1-800-292-5650 to verify this information.
- **D.S.S. (Department of Human Services DHS) Provider Number** - The D.S.S. Provider Number must be entered in the space provided on the Batch Header form. The D.S.S. Provider Number is unique for each provider or provider branch that submits batches for payment. Please make sure you are using the provider number that corresponds to the address where you want the payments mailed (usually the location that accepted the energy drafts). As with the Federal ID Number, please verify with the Family Independence Agency that you are using an active provider number.
- **Provider Invoice Number** - The Provider Invoice Number must be filled in the space provided on the Batch Header form. The invoice number is **required** and necessary for you to trace your payment. This number should be **numeric** only. Please do not enter alpha characters, spaces, or dashes. You may use all the spaces provided for your invoice number or you may use only one, but do not leave this field completely blank. Please make sure your invoice number is unique for each batch submitted for payment. The invoice number(s) you enter on the Batch Header form will appear on the remittance advice of the State Treasurer's warrant (check) you receive for the amount of the batch or batches you submitted for payment. **For accuracy in crediting customers' accounts, maintain a copy of each energy draft or record each energy draft number.**
- **Total Amount In Batch** - The total dollar amount must be filled in the space provided on the Batch Header form. The total dollar amount is the total value of all the drafts within a batch submitted for payment. Please fill in the spaces from right to left, including 00 in the cent position. If you receive a large volume of drafts, please limit your batches to only 100 drafts per batch. If you have only one draft for payment, you can submit it under one Batch Header form. However, if you receive more than one draft on a given day, please submit only one batch header for these drafts. **Do not submit a Batch Header form for each individual draft.**

**Company Name/Contact/Phone** - Please enter your company name in the space provided on the Batch Header form. If your company has changed names, please include the new name. Please name a contact person (someone who accepts drafts or handles the draft payments), including a phone number.

When the Batch Header form is completed, attach it to the energy draft(s) and send to:

**Dept. #77127  
State of Michigan Energy Draft Redemption  
P O Box 77000  
Detroit MI 48277-0127**

Any damaged drafts that you receive from customers must be sent to the Energy Draft Unit for correction or replacement before processing. **Mail only damaged drafts with a completed Batch Header form to the following address:**

**Michigan Department of Treasury  
Finance and Accounting Division - Energy Draft Unit  
P O Box 15128  
Lansing MI 48901**

Our intention is to issue payments for your energy drafts without delay or confusion, and to quickly resolve any discrepancies that may arise. We can better serve you in that manner if you follow these instructions. Thank you for your cooperation.

Attachment